How to Print Certificates

For

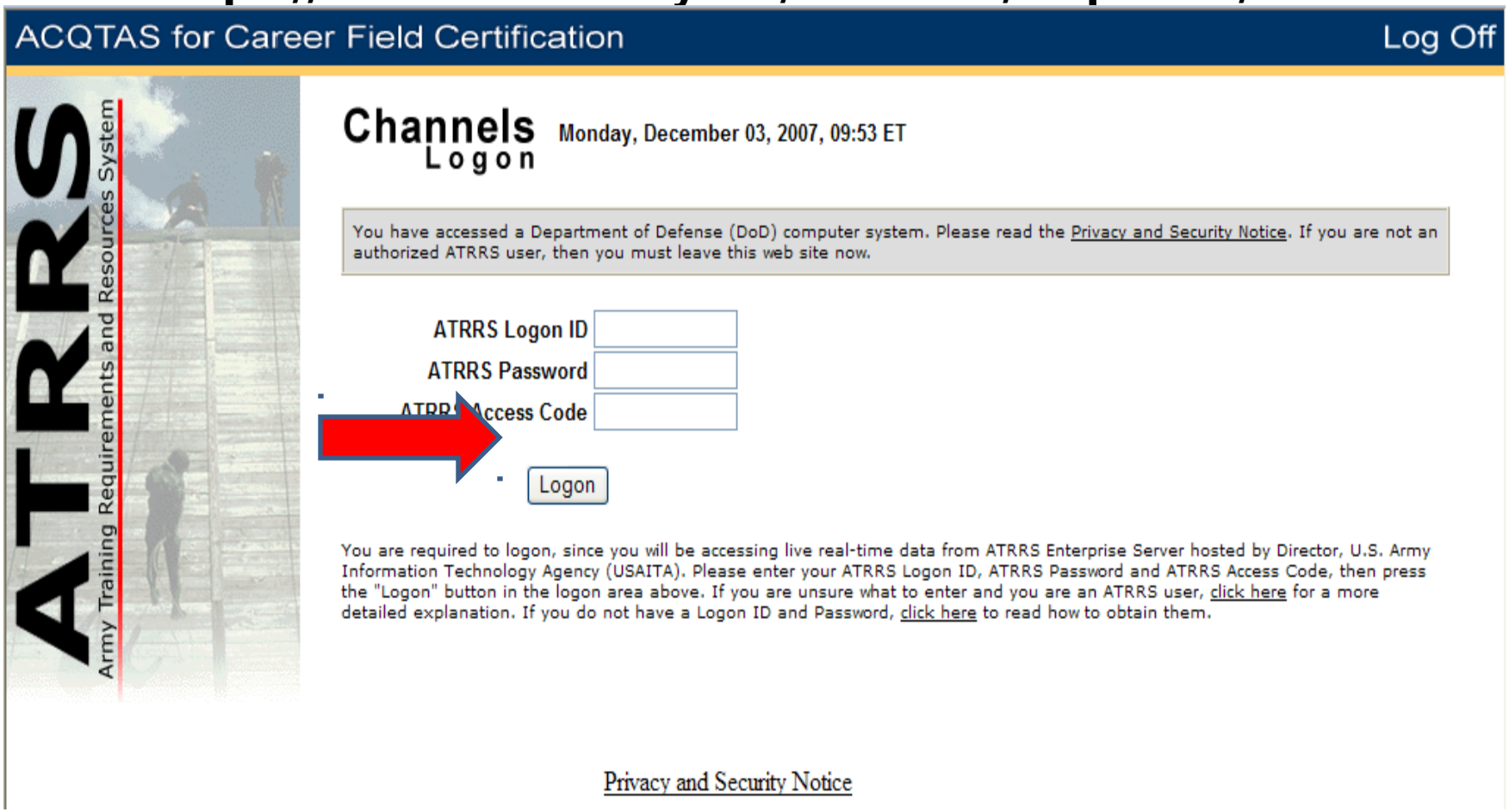
Automated Certification

And

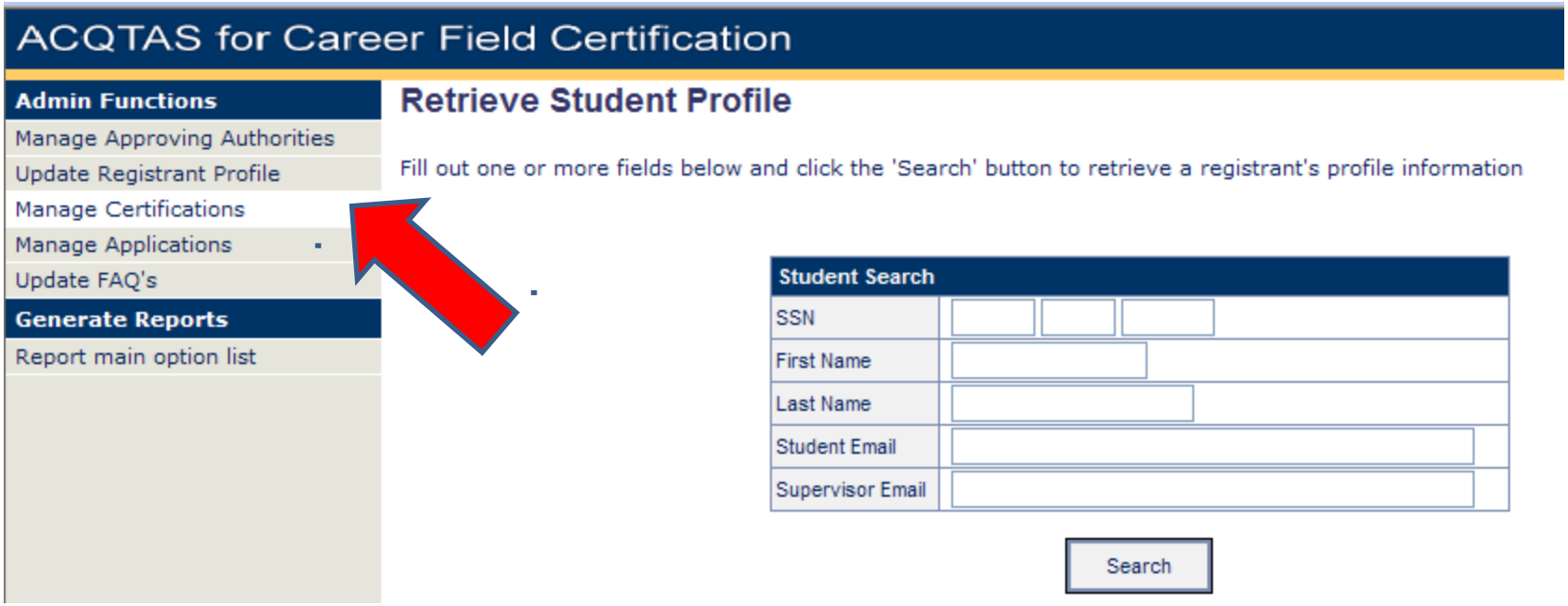
Defense Acquisition Corps

To access the Career Field Certification site:

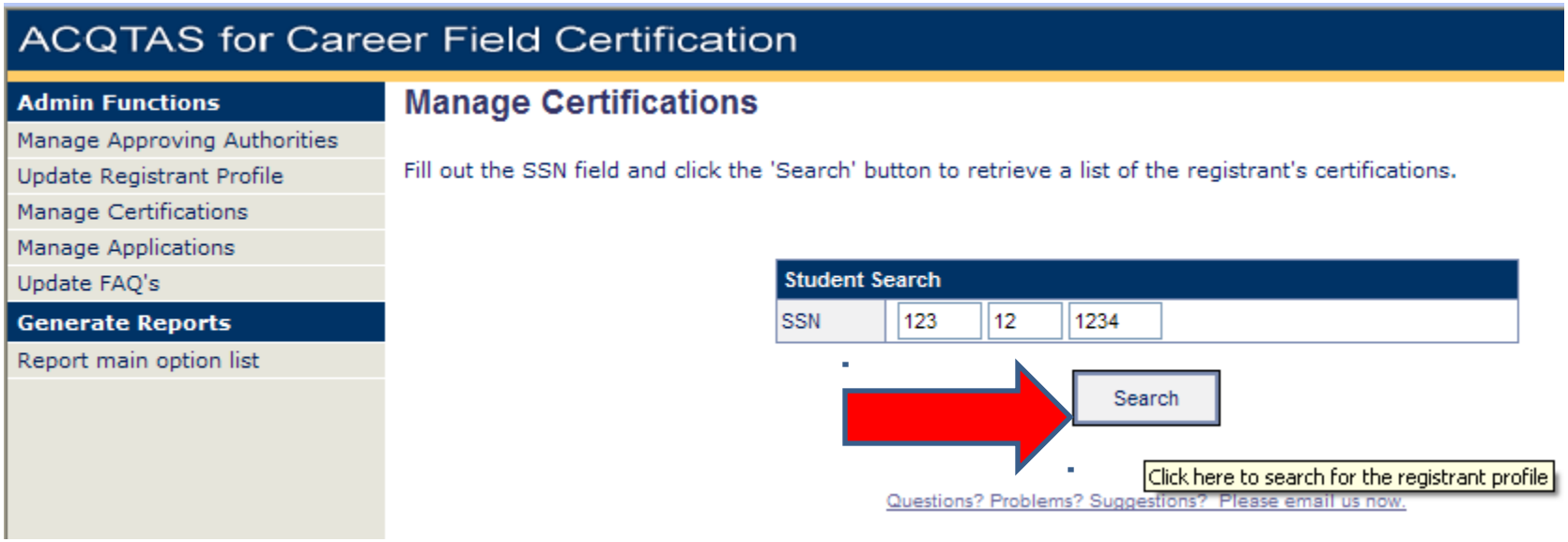
https://www.atrrs.army.mil/channels/acqtascfc/admi



Enter your ATRRS logonID, password and access code. Press the “Logon” button to continue.



Click on the Admin Function “Manage Certifications”.



Click on the Admin Function “Manage Certifications”. Enter the SSN and click the “Search” button.

Click on the Printer Icon to print the certificate.
The certificate will open in a new .pdf window.

https://www.atrrs.army.mil/channels/acqtascfc/pdf/certificates/katestttest.pdf - Windows Internet Explorer
https://www.atrrs.army.mil/channels/acqtascfc/pdf/certificates/katestttest.pdf
Live Search
SnagIt
https://www.atrrs.army.mil/channels/acqtascfc/pdf/c...
Save a Copy
Select
50%
Search Web

Certified Acquisition Professional

Presented to

TEST T . TEST

in recognition of having achieved

Career Field Certification in career field

CONTRACTING

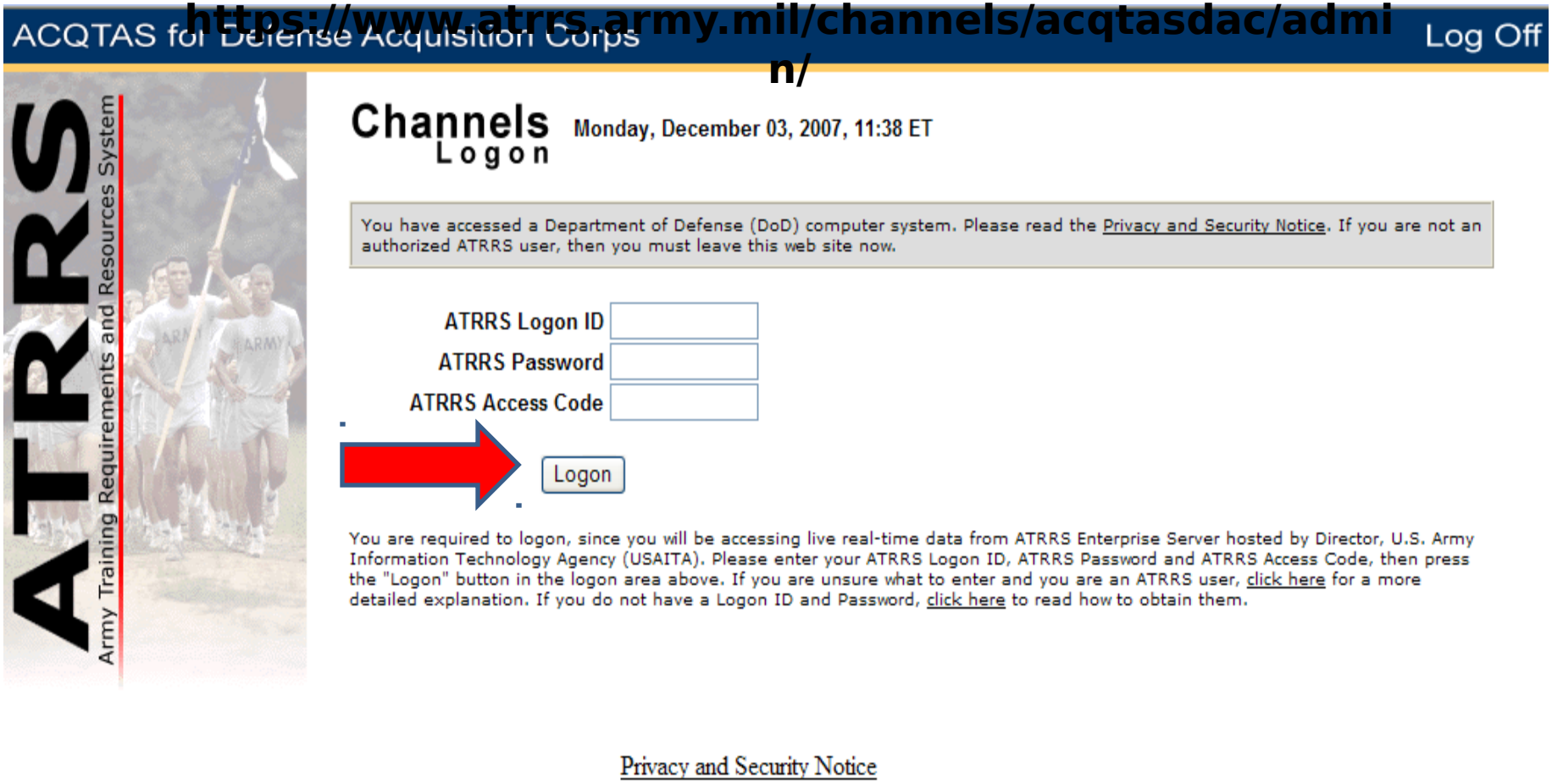
at

Level I on 1/1/1990

Frank J. Anderson, Jr.
President
Defense Acquisition University

To access the Defense Acquisition Corps site:

https://www.atrrs.army.mil/channels/acqtasdac/admin/



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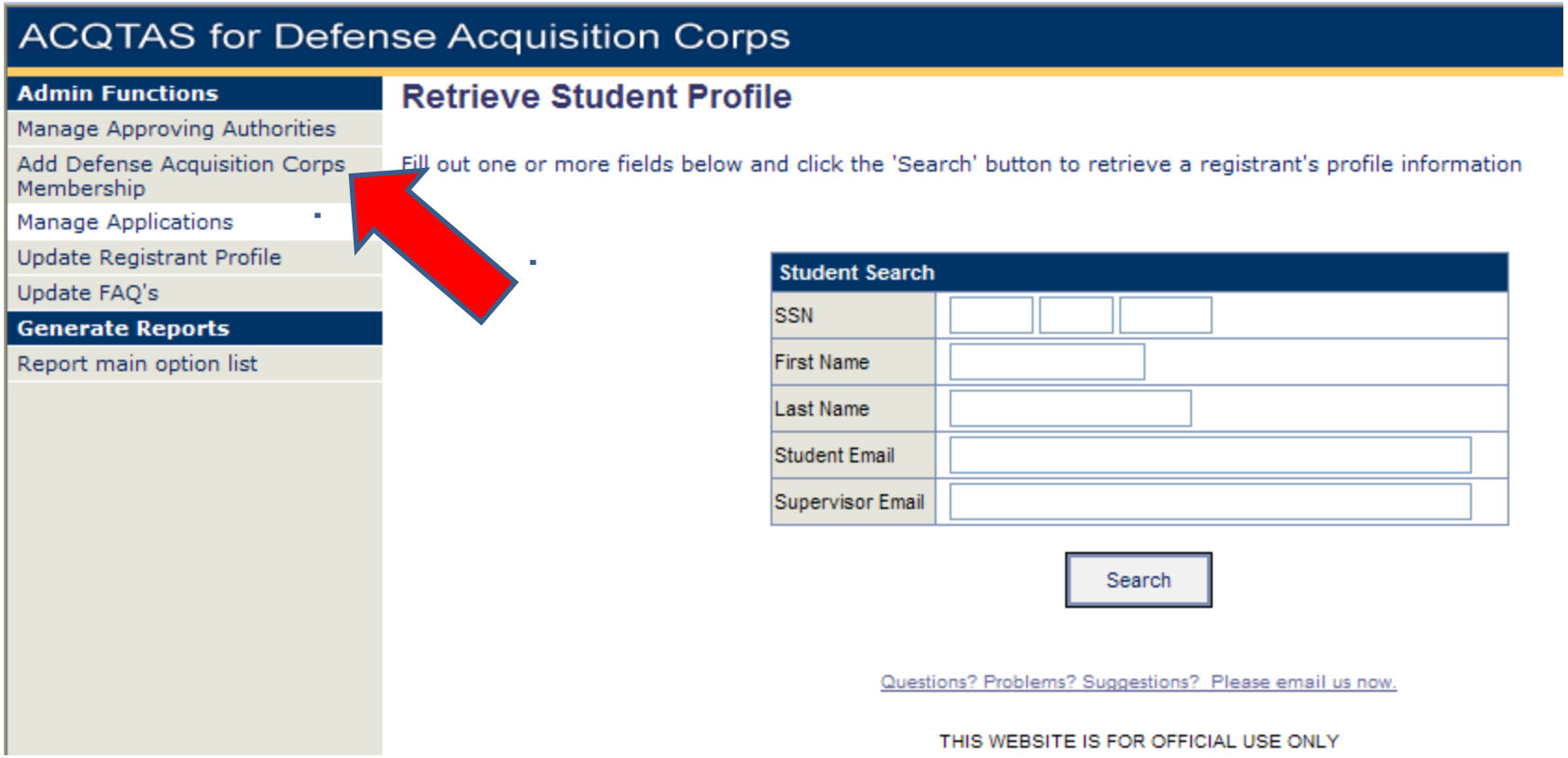


Click on the Admin Function “Add Defense Acquisition Corps Membership”.

Enter the SSN and click the “Search” button.

ACQTAS for Defense Acquisition Corps Log Off

Admin Functions
- Manage Approving Authorities
- Add Defense Acquisition Corps Membership
- Manage Applications
- Update Registrant Profile
- Update FAQ's

Generate Reports
- Report main option list

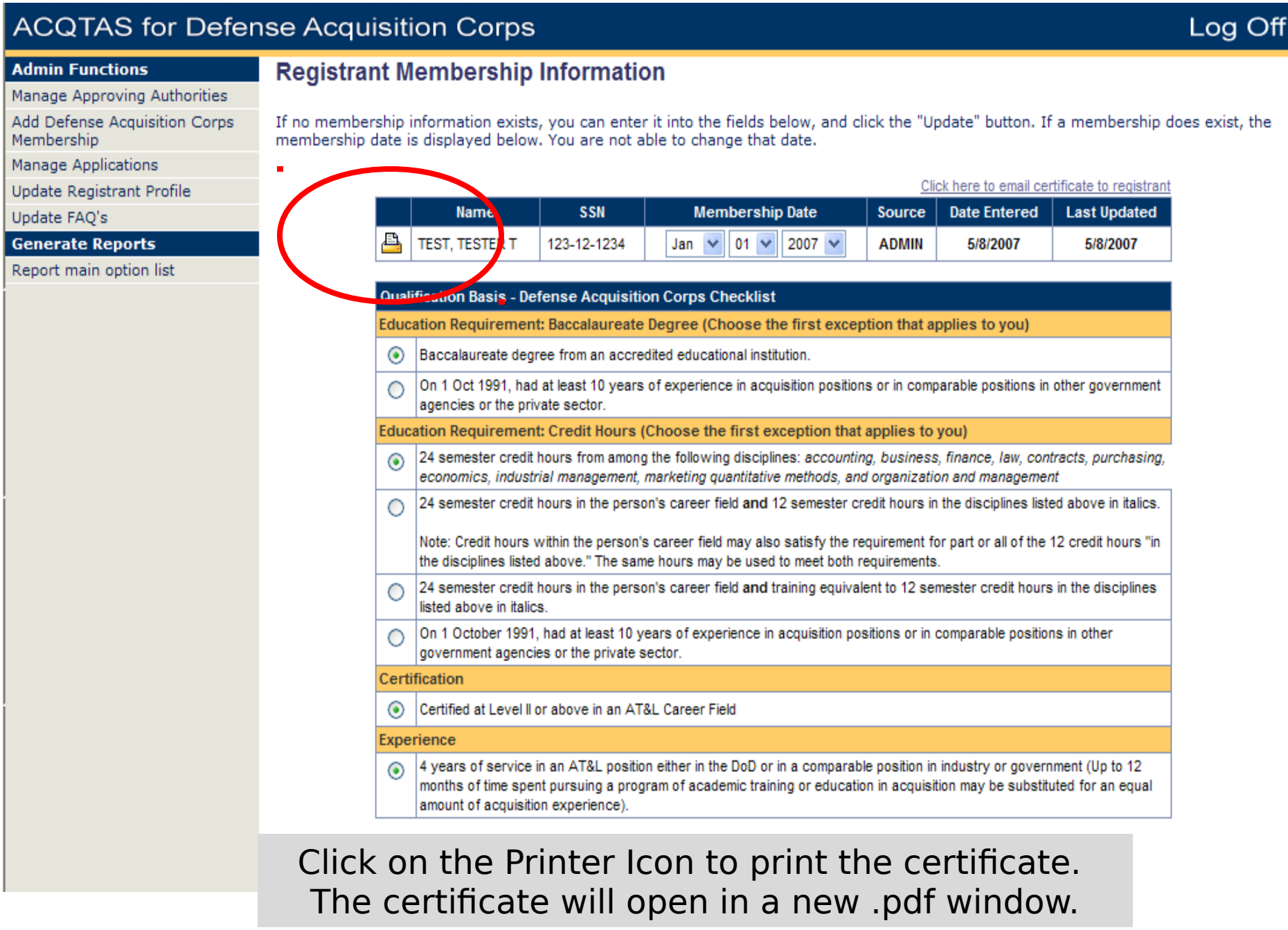
Registrant Membership Information

If no membership information exists, you can enter it into the fields below, and click the "Update" button. If a membership does exist, the membership date is displayed below. You are not able to change that date.

Click here to email certificate to registrant

	Name	SSN	Membership Date	Source	Date Entered	Last Updated
	TEST, TESTER T	123-12-1234	Jan 01 2007	ADMIN	5/8/2007	5/8/2007

Qualification Basis - Defense Acquisition Corps Checklist	
Education Requirement: Baccalaureate Degree (Choose the first exception that applies to you)	
◉	Baccalaureate degree from an accredited educational institution.
○	On 1 Oct 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.
Education Requirement: Credit Hours (Choose the first exception that applies to you)	
◉	24 semester credit hours from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing quantitative methods, and organization and management*
○	24 semester credit hours in the person's career field **and** 12 semester credit hours in the disciplines listed above in italics. Note: Credit hours within the person's career field may also satisfy the requirement for part or all of the 12 credit hours "in the disciplines listed above." The same hours may be used to meet both requirements.
○	24 semester credit hours in the person's career field **and** training equivalent to 12 semester credit hours in the disciplines listed above in italics.
○	On 1 October 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.
Certification	
◉	Certified at Level II or above in an AT&L Career Field
Experience	
◉	4 years of service in an AT&L position either in the DoD or in a comparable position in industry or government (Up to 12 months of time spent pursuing a program of academic training or education in acquisition may be substituted for an equal amount of acquisition experience).



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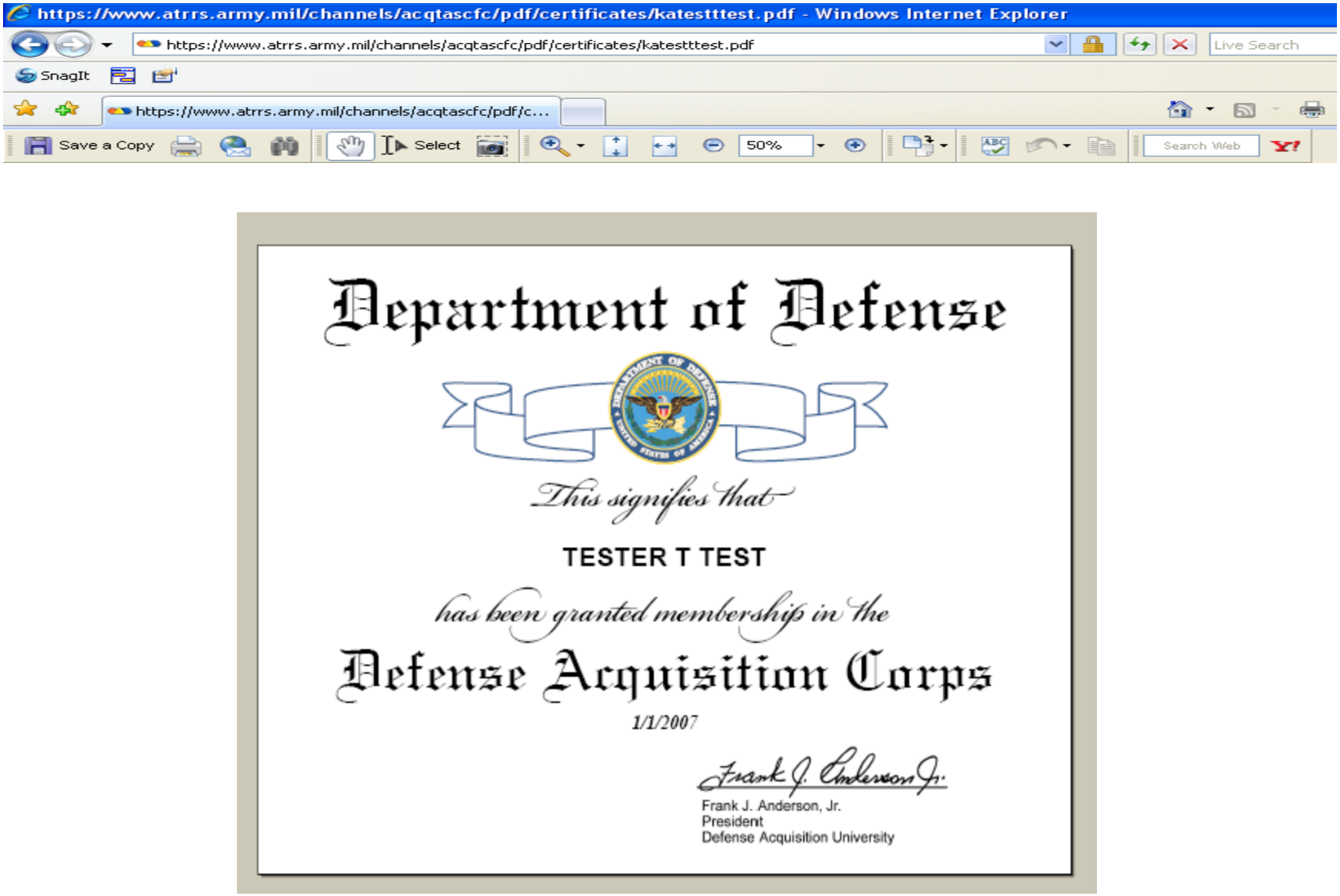
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Save a Copy
Select
50%
Search Web
Department of Defense
This signifies that
TESTER T TEST
has been granted membership in the
Defense Acquisition Corps
1/1/2007
Frank J. Anderson Jr.
Frank J. Anderson, Jr.
President
Defense Acquisition University